

19 October 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Spotting Career Trainees

We have worked out a plan with the Office of Personnel wherein its recruiters will contact Agency employees in external training (names of employees have already been given to Chief, Recruitment Division, OP) to explain the Career Training Program and the Agency's need for well-qualified applicants. The external trainees will be asked to be on the alert for young professionals (ages 23-30) who may be of interest to recruiters as candidates for the Program.

B. MBO: Video Cassette Series

Interest in viewing the series on Management By Objectives continues at an exceedingly high level. For reasons of the cassettes being reserved through mid-November for use in several components and the delivery of the second copy not expected until about the same time next month, the opening of the Self-Study Center at Headquarters has been delayed.

C. Slight Increase in Tuition Rates at the FSI

The Foreign Service Institute has sent a revised list of tuition rates, showing increases of 1-3%, for the remainder of FY 74. The increase, effective 14 October, is to offset the October pay raise. Tuition for language courses went up 3%; area seminars and the economics course show 2% increases. We are notifying the component Training Officers of the change.

D. Briefings

(1) Fort Bragg Group

Forty-five members of the Foreign Area Officers Course at Bragg will be at Headquarters today, 19 October, for a half-day program. (This is a recurring, twice yearly event which concludes the group's one-week interdepartmental field trip to Washington.) Mr. Colby is planning to spend a little time with the officers at about noon. Three speakers (from OER, OSR, and OTR) are handling the main presentations.

(2) FSI Group

Finishing a two-day series of briefings, also today, are 21 members of FSI's course on Intelligence and Foreign Policy. Yesterday's program consisted principally of briefings on the DDM&S, DDI, and the DDS&T, while today's briefings are on the DDO.

II. Upcoming Developments

A. Midcareer Course

General Walters will open the course on Wednesday, 24 October, at three o'clock. This class, with an enrollment of 30 will have in it six women, the largest number in the ten-year history of the course.

B. CIA: Today and Tomorrow

The next course is scheduled to be given in the Auditorium from 15-17 January. Enrollment will be set at a maximum of 250, an increase of 50 over the recently completed program (27 September). The DDO/TRO has opened discussions concerning a one-day program on the DDO to be given for its careerists on 18 January and has asked for our assistance in putting together a suitable series of presentations. This is a development we foresaw earlier as a logical follow-up to the three day, Today and Tomorrow. It is quite possible that the DDI and the DDS&T may also want to use the fourth day for a similar program of updating careerists of their Directorates.

C. Anti-Narcotics Operations Course

OTR is publishing a Special Bulletin (distribution expected Tuesday, 23 October) announcing the Anti-Narcotics Operations Course to begin during the week of 5 November. The course, which will replace the Narcotics Familiarization Course, will be oriented more toward operations than was the case with the familiarization program, and will be five days rather than three, to allow for a case-exercise.

D. CSC's MBO Course

Four officers (including a GS-17 and a GS-16), two from the DDO and two from the Office of Weapons Intelligence, are enrolled in the one-week course on Management By Objectives to be given by the Civil Service Commission, beginning 5 November. There may be an additional three officers from NPIC if the spaces can be made available by the CSC and if NPIC can be dissuaded from sending the three to a similar program being given later in the month, in Chicago, by the American Management Association. The difference in the cost of the programs is \$450, with CSC's cost being \$250.

E. DDCI to Address Attache Course

General Walters, once again, will address the graduates of the Attache Course now being held at the Defense Intelligence School. His address, scheduled to begin at 1000 hours on 7 December, will be followed by his presenting the diplomas, and then joining the attaches and their dependents at an informal reception.

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